

*File*

22 October 1981

MEMORANDUM

From: EAA Store Manager  
 To: Chief, Benefits and Services Division  
 Via: Deputy Chief, BSD  
 Subj: Office expense

1. The following merchandise was removed from stock and used in the store or accounting office operations:

<u>VENDOR</u>	<u>QUANTITY</u>	<u>ITEM</u>	<u>EAA COST</u>
Frederick Trading	1	Elmers glue	\$1.04
Frederick Trading	1	Can Raid	1.47
Zamoiski Co.	1	Extension cord	1.08

2. Cost of these items will be charged to office expense.

STAT



DISAPPROVED:

\_\_\_\_\_  
 President, EAA

13 October 1981

NOTE TO FILE

Before executing Cash Share Withdrawal of \$8,000 from EAA's Credit Union Share Account I verbally advised the EAA President, . I informed him that the following factors influenced this:

- Loss of income previously made on sale of tickets (approximately \$2,000).
- Loss of income for membership dues. (Membership down approximately 1,000.)
- Increased expenses.
- Advanced purchase of merchandise to increase Store inventory for expected increase in sales during holiday season.

EAA Executive Officer

cc: EAA Bookkeeper

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

DC/BSD

EXTENSION

NO.

DATE

9 OCT. 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/BSD

9 OCT 1981

PER

2.

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5.

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7.

TERRI - EAA CHRONO

8.

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13.

14.

15.

THE FOLLOWING ARE THE  
DISCOUNTS OFFERED  
BY EAA:

ALL HALLMARK - 40%

SUNGLASSES - 40%

WATCHES (SEIKO/  
HAMILTON) - 38%

ALL TOTES - 38%

PENS - 30%

TIMEX - 28%

CANDY - 23%

Gerry

1. (Name, office symbol, room number, building, Agency/Post)	Initials	Date
A. OF/CSAD/PSB		
736 Ames Building		
STAT Attention: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		
2.		
3.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Per our conversation on 7 October 1981, the following is the language that the IRS agreed that we could put in our 1978/1979/1980 tax returns:  
 "Allocation of expenditures between non-exempt and exempt function activities was done for internal control purposes and not for true financial accounting procedures for IRS purposes."

STAT If you have any questions concerning this please contact me.

5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

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